

OBERLIN PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting held virtually via Zoom

April 8, 2021 Regular

President Bruce Ente called to order the regular meeting at 5:09 p.m. Roll call: Anita Lock, Marcia Peterson, Bethany Baker, Patrick Prosser, Bruce Ente, Meredith Gadsby, and Megan Newson were present. Also present were Darren McDonough, Director; Kristin Cioffi, Fiscal Officer; and Erin Shiba, Technical Services Team Leader. Robin Lauren was present from the public.

Peterson moved, seconded by Lock, to accept Resolution # R-21-4-1, approving the minutes of the March 11, 2021, regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the March 2021 financial reports, consisting of Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation. Cioffi reviewed property tax revenues and noted that expenditures are appropriate for this time of year. Cioffi noted that she attended OLC's Fiscal Officer Conference this week, fulfilling her annual continuing education requirement. Newson moved, seconded by Baker, to accept Resolution # R-21-4-2, accepting the March 2021 Financial Reports. Roll call vote: Lock, Peterson, Baker, Prosser, Ente, Gadsby, Newson, ALL AYES.

MOTION PASSED

DIRECTOR'S REPORT

Director McDonough reported that the library extended its hours and will be further extending hours soon. McDonough reported that COVID case numbers in the county have not increased this week, and the Lorain County Health Department is confident that case numbers will be leveling out. McDonough reported that a Circulation Clerk and two Public Service Team Members have been called back to work. McDonough reported that he will be attending a Legislative Zoom meeting on April 9th with representatives from Ohio's 13th Senate District and other county library directors. Lock asked about what topics are covered during the meeting, and McDonough replied with an overview of topics typically addressed. McDonough reported that on the advice of the Lorain County Health Department, the library will no longer be handing out COVID test kits as reported last month. The Lorain County Health Department has issues with the accuracy of the tests and asked the libraries in the county not to distribute them. McDonough noted that the library has been distributing nonpartisan fact sheets about the upcoming May 4th levy to library patrons. There is also information displayed on the library's website and social media. McDonough has received positive feedback on the levy.

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Prosser asked what social media sites the library uses. McDonough replied with Facebook and the library website. Prosser asked what a Public Services Team Member was. McDonough explained that Public Services Team Members worked under Team Leaders Amanda Guttman and Rebecca Wedge. McDonough gave a brief overview of the various library positions.

COMMITTEE REPORTS

BUILDING, FINANCE, & AUDIT

Peterson reported that the committee met but didn't have a lot to cover. They are still looking into the Sustainable Reserve Program. McDonough cleaned some of the walls that were dirty. Peterson will give McDonough some additional suggestions for other areas to clean.

LIBRARY SERVICES

Prosser reported that the committee met and had a good discussion about library services such as hours, cleaning protocols, and The Bridge. Ente reviewed the Google Docs sharing tool the committee has been using, and suggested sharing the template with the other committees to see if they might like to implement a similar template. Lock reported that the committee also discussed the Dr. Seuss Day program that used to be at the library and possible replacement programs for the future. McDonough explained that there have been talks with Oberlin College about a replacement program, but due to strict COVID protocols, an event could not be put on this year. McDonough noted that due to COVID, the Chalk Walk has been cancelled this year.

Ente mentioned an article in the Chronicle-Telegram about the Oberlin Schools applying for a grant from the Sustainable Reserve Program for building a solar array.

PERSONNEL

Newson reported that the committee met and discussed the increase in library hours, the calling back of staff, and Children's Services Team Leader Amanda Guttman's work with the Bonner Center. Gadsby reported that the committee didn't discuss the Personnel Policy change mentioned at the last meeting, but will be prepared to address it at the next meeting. She asked that all trustees review the Personnel Policy document Cioffi emailed with the financial reports last month before the May meeting.

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OLD BUSINESS

Baker reported that the Friends of OPL will meet next week to discuss edits to their bylaws.

Ente noted that he is still waiting for some trustees' comments regarding evaluating the Director. He asked that the Personnel Committee discuss creating a process for evaluating the Fiscal Officer.

NEW BUSINESS

Technical Services Team Leader Erin Shiba gave some background information about herself and gave an overview of the Technical Services Department. Topics reviewed included the roles of the department's Team Members, item processing and cataloging, publication schedules, collection development duties, professional booklists, continuing education, and professional development. Shiba reported she has been working on adding award information for all the materials in the catalog. Awards currently in the catalog include 6 for films and 45 for books. Shiba reported that she has earned OLC's Ohio Public Library Staff Certification designation and recently qualified for renewing it. Shiba discussed a continuing education conference she recently attended called Blossom (Building Life-long Opportunities for Strength, Self-Care, Outlook, Morale, and Mindfulness) offered through the National Library of Medicine. The conference addressed various topics related to self-care, staff morale, and vocational awe. Shiba answered several questions regarding the conference and sharing knowledge gained through professional development with other staff members. The website for the conference is <https://blossom.heysummit.com/>. Related materials Shiba mentioned can be found online at <https://journal.lib.uoguelph.ca/index.php/perj/article/view/5932/5977> and <http://www.inthelibrarywiththeleadpipe.org/2018/vocational-awe/>. Ente thanked Shiba for sharing her experience and perspective with the Board. He noted that it was a good decision to have Team Leaders attend Board meetings and thanked McDonough for making it happen.

COMMUNICATIONS AND GIFTS

Lock moved, seconded by Peterson to accept Resolution # R-21-4-3, to accept the following gift:

\$10.00 from May Zitani

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All present voted in favor.

MOTION PASSED

PUBLIC PARTICIPATION

None

Ente noted the meeting schedule for next month is listed on the agenda. There was discussion regarding the summer meeting schedule and when to resume in-person meetings. The consensus was to cancel the July Board meeting. Depending on business needing to be conducted, June's meeting may be canceled as well. Virtual meetings will be continued through June.

Newson moved, seconded by Lock, to adjourn. All present voted in favor. The meeting adjourned at 6:38 p.m.

President

Attest